



# Indiana Safe Communities FY 2001-2002 Grant Application Package

Governor's Council on Impaired & Dangerous Driving  
One North Capitol, Suite 1000  
Indianapolis, Indiana 46204 - 2038  
(317) 232-2032  
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## OVERALL SUMMARY OF SAFE COMMUNITIES PROGRAMS

### GOAL

To develop and implement a comprehensive approach to injury prevention and traffic safety issues in the community (county); therefore reducing intentional and unintentional injuries and crashes that result in serious injuries and fatalities.

### SECOND YEAR OBJECTIVES

- To establish at least one Safe Community in a contiguous county and provide them two training workshops on how to start a safe community.
- Partner with Safe Kids and the NETS program.
- Continue to collect data through avenues such as; state, local, community surveys, telephone polls, etc.
- Create a campaign utilizing the theme “ Striving to become a Safer Community”.
- Identify other resources to submit to for continued funding.

### ACTIVITIES

- Develop an action plan that provides solutions to the identified problems/issues.
- Contact schools, businesses, neighborhood associations, media markets, etc. to implement traffic related programs or identify other programs to address the results of the first year data collection.

### ROLE OF A COALITION COORDINATOR

- Must have good leadership skills.
- Must obtain commitment and involve responsible decision-makers at the highest level of the community to become members. The membership shall include, but is not limited to, one or more representatives from the following groups or agencies, **Note: Partnering with established coalitions which shares the same mission is strongly encouraged.**

-Hospitals	-Health Departments
-Law enforcement	-Local business
-Adjudication	-School district
-Youth	-Local government
-Faith community	-Media
-Community/civic group	-Liquor industry
-Prevention provider	-Probation
-Emergency services	-Local citizens
-Day Care facilities	-Insurance (Health & Automobile)
-Coroner's office	

## **OVERALL SUMMARY OF SAFE COMMUNITIES PROGRAMS**

- Manage and facilitate the Coalition - help the coalition members to identify problems/issues. Special Committees may be established.
- Oversee the completion of the Community surveys.
- Upon completion of the Community surveys and data collection, oversee the development of an action plan. The action plan must include problem statements, goals and objectives, the activities to achieve the stated objectives, time frame, and budget requirements.

## **OVERALL SUMMARY OF SAFE COMMUNITIES PROGRAMS**

### **INTRODUCTION**

The Governor's Council on Impaired & Dangerous Driving has the responsibility of administering the Section 402 highway safety funds provided by the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA). Annually, Indiana is allocated Section 402 funds to develop and implement traffic crash countermeasure programs. The Safe Communities Program, which is described herein, is one such countermeasure that is effective in preventing and reducing motor vehicles crashes and passenger injuries and deaths.

According to the National Highway Traffic Safety Administration (NHTSA), motor vehicle injuries are the leading cause of all injury deaths and the leading cause of death for each age from 6 through 28. Motor vehicle-related injuries are the principal cause of on-the-job fatalities, and the third largest cause of all deaths in the U.S. Only heart attacks and cancer kill more people. However, far more people are injured and survive motor vehicle crashes than die in these crashes. In 1996, for example, while over 41,000 persons were killed in motor vehicle related incidents, over 3.5 million were injured in police-reported incidents; an even greater number utilized emergency departments. These injured persons often require medical care and may require long-term care. The costs of these injuries are enormous, over \$137 billion each year in economic costs and \$14 billion in medical costs.

The vast majority of these injuries and deaths are not acts of fate, but are predictable and preventable. Injury patterns, including traffic-related, vary by age, gender, and cultural group. There are also seasonal and geographic patterns to injury. Once the cause of the injury is identified, interventions can be designed to address the cause and reduce the number of injuries.

The National Highway Traffic Safety Administration states that prevention; acute care and rehabilitation need to work together to make progress in reducing injuries. This injury control approach has application to traffic safety. One way to get the injury control system components to work together to reduce injuries is through a Safe Communities Program.

### **A Safe Communities Program:**

- Emphasizes the importance of obtaining and analyzing local data, as well as linking traffic safety data with public health, economic cost, and other injury data to provide an accurate picture of the local injury problem and its effects on the community;
- Involves the usual traffic safety partners, such as public health, medicine, emergency medical services, law enforcement, business and community organizations in a Safe Community coalition;
- Places special emphasis on citizen involvement and ownership;
- Incorporates prevention, acute care, and rehabilitation as essential components of an integrated and comprehensive injury control system.

***A Safe Community project begins with a data analysis that identifies particular injury problems within that community.*** The Safe Community coalition uses this analysis to target, design, implement, and evaluate projects to prevent a targeted injury among a specific group (for example, pedestrian injuries to elementary school children). Over time, the coalition expands its scope: identifying and targeting additional injury problems and implementing additional injury prevention activities.

### **Goals of the Safe Communities Program:**

- Reduce injury rates and eliminate causes of injuries;
- Motivate citizens to assume personal responsibility for injury prevention;
- Obtain program ownership and acceptance by citizens as well as local government and community institutions;
- **Link injury data and evaluate program results through data collection, awareness and attitude surveys.**

The goals of this program have a direct correlation to the goals of the Governor's Council on Impaired & Dangerous Driving. By accomplishing these Safe Community Program goals, you will have contributed to the efforts of many people statewide to achieve success in meeting your local community goals including reducing serious injuries and traffic related fatalities.

### **GRANT INFORMATION**

The Council on Impaired & Dangerous Driving announces the first year of a grant program to demonstrate and evaluate the effectiveness of the Safe Communities concept for injury prevention initiatives. The Safe Communities program offers communities a new way to control all injuries. This approach recognizes that traffic-related deaths and injuries are primarily a local community problem that is best solved at the local level.

The Council on Impaired & Dangerous Driving anticipates awarding several Safe Community projects, which obtain geographic diversity, urban/rural mix, diversity in lead organization(s) and potential for replication of the Safe Community projects in other communities.

A Safe Community grant would consist of working with existing community traffic safety and/or injury prevention coalitions and applying the defining characteristics to establish a Safe Communities approach for reducing traffic injuries. Specific objectives of a Safe Communities program are as follows:

1. **Partnerships** -- In addition to traditional traffic safety partners (e.g. law enforcement, engineering, EMS and education), identify and actively engage non-traditional partners, such as health care (both providers and payer) and business partners in the Safe Communities approach. Safe Kids, Network for Traffic Safety is also examples of key partners. The grantee is responsible for ensuring active and committed participation from partners.
2. **Data Analysis/Community Assessment** -- Use community and state data as appropriate, to define the community's traffic injury problem within the context of the community's overall injury problem. Where possible, population based data is preferred (i.e., 2 per 1,000 people are injured in traffic crashes each year). Data sources in addition to police crash reports are required for this purpose. The costs of traffic injuries to the community (which may include emergency medical services, acute care, hospital, medical, rehabilitation, judicial, insurance, lost wages, and workmen's compensation) are to be documented. Also, a community assessment of traffic safety/injury prevention programs will be conducted.
3. **Countermeasures** -- Implement a program to reduce all injuries in the community. The programs could address any area of injury including alcohol-impaired driving, use of occupant restraints, speeding, emergency medical services, or pedestrian/bicycle safety. The intervention program should be based on data and citizen input and should actively engage all sectors of the community, including health care, business, local government, law enforcement, schools, and media. The program should also include elements of an integrated injury control system (prevention, acute care and rehabilitation) and/or plans for how the program will move toward this type of approach.
4. **Evaluation** -- Evaluate the effectiveness of the Safe Communities approach in reducing all injuries and associated costs. In addition, evaluate the process of establishing a Safe Communities approach (what prevention measures worked, what did not work, how to overcome barriers, challenges, how to turn challenges into opportunities, etc.)

## **FUNDING**

Funding is available in FY 2001-2002 for programs that consist of all four objectives listed above. Objective 1, Partnerships and Objective 2, Data Analysis/Community Assessment, must be the first steps in the Safe Communities program. **Applicants are strongly encouraged to seek other funding opportunities to supplement the federal funds and include cost sharing plans and commitments to become self-sufficient.** The enclosed budget form(s) must be completed for each objective selected. If you are applying for more than one objective, a summary budget page must be attached totaling all costs.

## **PERIOD OF PERFORMANCE**

The period of performance for this agreement would be one year, beginning on or after October 1, 2001 and ending September 30, 2002.

## **BUDGET**

The enclosed budget form(s) must be completed for each objective collected. If you are applying for more than one objective, a summary budget page must be attached totaling all costs.

## **REQUIRED DATES AND MAILING INFORMATION**

Applications must be received at the Council on Impaired & Dangerous Driving, Attention: Director of Safe Communities, One North Capitol -- Suite #1000, Indianapolis, Indiana 46204 – 2038. No deadline. Funding will be prorated. **Two copies of the Agreement [including the appropriate budget page(s)], both containing original signatures, are required.**

## **FOR FURTHER INFORMATION**

If you need additional information, please contact the Director of Safe Communities at the Governor's Council on Impaired & Dangerous Driving, at (317) 232-2032.

The following pages detail project requirements and procedures for application.

<p style="text-align: center;"><b>INSTRUCTIONS FOR THE COMPLETION OF THE SAFE COMMUNITIES GRANT APPLICATION</b></p>
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**Instructions for Page One**

**1. PROJECT TITLE:**

Enter brief title of the program. Example: "Safe Communities Project".

**2. GOVERNMENTAL UNIT:**

Enter the name of the political jurisdiction responsible for the overall administration of the project (state, county, city, township, and university).

**3. APPLICANT:**

Enter the organizational unit responsible for the administration of the project. Example: "City of Metropolis Police Department".

**4. ADDRESS OF APPLICANT:**

Enter the complete address of the applicant unit including zip code.

**5. COUNTY:**

Enter the county or counties in which the project will be conducted. If the project is conducted statewide, so indicate.

**6. FEDERAL IDENTIFICATION NUMBER:**

Enter the nine-digit number assigned to your reimbursement agency by the U.S. Department of Treasury, Internal Revenue Service, for tax reporting purposes. (I.e., County Treasurer, City Controller, Clerk-Treasurer, etc.)

**7. GRANT APPLICATION TYPE:**

Indicate whether this is the initial project grant proposal or a continuation of a previously funded project. **If this is a continuation, please list previous grant number (s).**

**8. ANTICIPATED GRANT START-UP DATE:**

Enter the anticipated grant start-up date. **Allow 30 days for processing the application form. If the 30-day processing period is not included, the Council will revise the start-up date to a date later than requested.**



**9. ACCEPTANCE:**

A. Project Director:

Enter the full name, title, and phone number of the person responsible for the overall administration of the project.

B. Financial Officer:

Enter the full name, title, and phone number of the financial officer of the political subdivision (clerk, treasurer, etc).

C. Authorizing Official of Governmental Unit:

Enter the full name, title, and phone number of the Chief Executive Officer of the political subdivision (mayor, city manager, county commission's chair, university official, or state agency head).

**Note: Signatures – Local units of government must submit two grant applications with original signatures, state agencies must submit three.**

**Instructions for Page Two**

**10. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION:**

Describe in detail the specific problem you are attempting to impact or correct. Provide supporting data, facts, and statistics that will substantiate the need for the project. The best source of information is usually at the local level.

Examples of data to include:

- crash data indicating: personal injury, fatal, contributing circumstances, locations, times, who is involved, ages, gender, etc.
- non-traffic injury information: all sources of personal injury, fatal, contributing circumstances, locations, times, who is involved, ages, gender, etc.
- assessments/surveys: safety belt, speed, health risks, public attitude/perception, etc.
- judicial information: prosecution rates, caseload, recidivism rates, etc.

While national and state data is a good source of information, it does not tell what the **specific problems are local jurisdictions**. For that reason, use national and/or state data to show correlations in your jurisdictions unless you are trying to impact your project on a statewide basis.

Also, provide a background of all injury prevention programs that are currently in your county as well as all previous programs that are no longer in existence. Provide a history of the previous and current programs.

### **Instructions for Page Three**

#### **11. GOALS AND OBJECTIVES:**

Describe the objectives to be accomplished during the project. The objectives should be clearly written, specific, measurable, action oriented, realistic, and time-framed. The project will be evaluated on the approved objectives.

Items that must be addressed in your goals and objectives are:

- A. Secure a Safe Community Program Coordinator.
- B. The Safe Community Program Coordinator will establish a Safe Community Coalition or join an existing coalition/council whose focus is injury prevention.
- C. Hold bimonthly meetings with the members of the Coalition.
- D. Provide the Council with a completed Community Survey.
- E. Provide the Council with an Action Plan that identifies traffic injury prevention strategies fosters community ownership and links local injury data.
- F. Distribute a minimum of four traffic injury prevention press releases.
- G. Provide monthly reports to the Council on the progress of your Coalition's efforts.
- H. Attend two statewide meetings/conferences as provided by the Council.

### **Instructions for Page Four**

#### **12. ACTIVITIES AND PROCEDURES:**

Describe activities and procedures you will undertake to achieve each objective. Identify project personnel and their responsibilities. Include a month-by-month activity time line addressing the period of 10/01/01 through 9/30/02, or the anticipated grant period.

Items that must be included are:

- A. Secure a Safe Community Program Coordinator.
- B. Establish a Safe Community Coalition or join an existing coalition/council whose focus is injury prevention.
- C. Hold bimonthly meetings with the members of the Coalition.
- D. Complete a Community Survey/Profile.
- E. Develop an Action Plan that identifies traffic injury prevention strategies fosters community ownership and links local injury data.

- F. Distribute a minimum of four traffic injury prevention press releases. The following are suggested topics for the news releases:
- Announcing the appointment of a Coordinator and the Safe Community Program; and if applicable, call for members for the Community Coalition (News release supplied by the Council).
  - If applicable, announcing the formation of the Safe Community Coalition (who are the members, why it is convening, what it will accomplish, when it meets). If no Safe Community Coalition is formed, then describe the Coordinator's activities/efforts with an existing coalition/council.
  - Announcing the completion of the Community Survey/Profile and Action Plan.
  - Announcing National Drunk and Drugged Driving (3D) Awareness Month, Child Passenger Safety Week, and Buckle Up Week (Information concerning these observances will be supplied by the Council).
- G. Provide monthly reports to the Council on the progress of your Coalition's efforts.
- H. Attend two statewide meetings/conferences as provided by the Council.

### **Instructions for Page Five**

#### **13. PROGRAM EVALUATION:**

Describe how the project will be evaluated for effectiveness. Your narrative evaluation should address your planned versus actual accomplishments and your achievement of measurable benchmarks. For instance, you should identify how you will measure your grant progress and what data will be utilized to substantiate your findings, (i.e., surveys, safety belt surveys, crash data, hospital data, public education presentations, other injury data, etc.). Overall assessment of the project will be based upon the successful completion of the scheduled objectives.

### **Instructions for Page Six**

#### **14. CONTINUATION AND COST ASSUMPTION:**

**Safe Communities Funding is designed for seed money only.**

Please describe how project activities could continue if federal and/or state funding is discontinued. Include the steps you will take to convince local authorities that this project is worth continuing.

## **Instructions for Page Seven**

### **15. BUDGET DETAIL:**

The budget must contain a detailed list of the total proposed expenditures.

The budget detail is to be prepared using the following cost categories for each participating agency. The format will be cost category with columns for quarterly expenditures for state/federal grant dollars. Other columns should indicate local match, state match, and total dollars. Round each cost category to the nearest whole dollar.

#### **A. Personnel Services**

##### **(1) Salaries and Wages**

Include each classification separately, and identify their grant function. Include the hourly rate of pay and hours or percentage of time to be charged to the project. Show total cost of salaries and wages. Law enforcement must follow their established overtime pay policy.

##### **(2) Fringe Benefits**

List and compute the dollar for each fringe benefit separately. If the fringe is based on percentage, indicate that cost. Show total cost of fringe benefits.

#### **B. Contractual Services**

Contractual Services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety.

The Council must approve any contract for services before the contract is finalized.

#### **C. Equipment**

Identify all equipment to be purchased for this project. Equipment must meet the policy set forth by the Council as listed under Item H of the Rules Governing Highway Safety Projects. The Equipment Assessment survey must be completed and attached to the grant application.

#### **D. Direct Costs**

Travel and materials used during the project grant period fall into this category. Examples of such items would be office supplies, postage, printing, public information materials, etc. Itemize each cost and provide detail including quantities and per item cost.

Travel costs related to a project include registration fees, transportation, lodging, and meals. Show adequate detail and computations to support the costs. Itemize costs as either "in-state" or "out-of-state". Identify the nature of the travel and explain how the travel will benefit the project. All travel must adhere to state

travel rules and regulation that may be obtained through our office. Any out-of-state travel must have prior Council approval.

E. Indirect Costs

Indirect costs will be considered on a project-by-project basis and must be based on state and/or federal rules and regulations.

F. Multi-Agency Summary

An agency summary is required when two or more agencies participate in a highway safety project. List the total of each category for each agency and then total the dollar amounts for each category.

G. Matching Funds

Hard match – the amount of moneys the applicant will pay as their share of the budget request.

Soft match – the “in-kind” contribution represents the value of non-cash contributions provided by the applicant agency. In-kind contributions may be in the form of charges for equipment usage and personal services directly benefiting and specifically identified to the project.

**Instructions for Page Eight**

**16. BUDGET SUMMARY:**

A. Cost Category

Enter the budget category totals from the Budget Narrative Section (15).

**Note: The total budgeted costs and the source of funds must agree.**

<b>SAFE COMMUNITIES PROJECT MINIMUM STANDARDS</b>
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1. **Methods of Procedure:**

A. *(A continuation if grantee is in their second year)* Securing a Safe Community Coordinator will be completed within the first 30 days from the start of the grant period. The Coordinator shall possess good leadership skills with the ability to obtain the commitment and involvement of responsible members of the community in joining the Safe Community Coalition. The Coordinator may conduct presentations/workshops to introduce community leaders to the Safe Communities Program.

B. If there is an existing coalition/council, join their group and encourage its members to address the role of reducing injuries in the community. If there is no existing coalition/council, solicit membership from the following groups or agencies:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Hospitals</li> <li>- Law Enforcement</li> <li>- Adjudication</li> <li>- Youth</li> <li>- Faith community</li> <li>- Community/civic group</li> <li>- Prevention provider</li> <li>- Emergency services</li> <li>- Day Care facilities</li> <li>- Coroners office</li> </ul> | <ul style="list-style-type: none"> <li>- Health departments</li> <li>- Local businesses</li> <li>- School district</li> <li>- Local government</li> <li>- Media</li> <li>- Liquor industry</li> <li>- Probation</li> <li>- Local citizens</li> <li>- Insurance (Health &amp; Auto)</li> </ul> |
|--|---|

The Safe Community Coalition must convene a minimum of four times during the grant period, or the Coordinator must make a minimum of four presentations to an appropriate existing injury prevention coalition/council.

Agenda items will focus on injury prevention in or through the following areas:

- Linking of Local Injury Data
- Securing Citizens Input and Involvement
- Traffic Law Enforcement
- Alcohol and Other Drugs
- Public Information/Education Programs
- Occupant Protection (Safety Belts & Child Safety Seats)
- Bicyclists and Pedestrians
- Helmet Usage
- Emergency Services
- Economic Incentives (Cost Savings)
- Policy and Laws
- Traffic Engineering (Design/Signage)

- C. The Community Survey/Profile (format to be provided by the Council ) will be completed and submitted to the Council within six months after the start of the grant period. The Community Survey/Profile may address other safety issues in the community. However, only traffic related problems/issues identified by the Coordinator/Coalition would be eligible for future federal funding from the Council.
- D. Following the completion of the Community Survey/Profile and the subsequent identification of problems/behaviors in traffic related injury issues; an Action Plan shall be developed and submitted to the Council within nine months from the start of the grant period. To accomplish this, the Coordinator/Safe Community Coalition will interpret and prioritize the Community Survey/Profile information they have gathered and organize an effective comprehensive community response. It is imperative that the Action Plan identifies prevention strategies to the problems/issues identified (justification), and builds upon existing strengths of the community. The Action Plan will effectively position traffic safety as a leading cause of injury. The Action Plan will include objectives, tasks or activities needed to achieve the goals of an injury reduction program. **The resulting campaign may include parking lot safety belt checks and presentations by automobile collision survivors in churches, educational activities in local schools, designated driver promotions in restaurants, and a media campaign involving drive-time radio shows, newspapers, and television stations.** The Council will evaluate the campaign, measuring success in both process and outcome (a reduction in traffic crashes and injuries, using baseline crash data provided by the police department).
- E. During the course of this project, a minimum of four injury prevention-related press releases will be distributed. Information on various traffic related injury prevention issues and the Coordinator/Safe Community Coalition activities might be highlighted.
- F. With the Council's approval, the Coordinator/Safe Community Coalition member(s) or project staff may attend conferences/meetings, which require travel. Reimbursement will not exceed the current state rate.

5. **General Project Information:**

**A. Reporting Requirements:**

Progress Reports will be submitted monthly. These reports are due by the tenth of the month following the end of the reporting period.

The report will include, but is not limited to, the following information:

- Progress of the project in terms of meeting established objectives.
- Problem areas along with an explanation of the action to be taken to correct them.
- Dates and minutes of the Coalition/Council or Safe Community Coalition meetings and sub-committee meetings conducted, indicating the members present, input given, and feedback received.
- Copies of press releases and published articles.

The final report and final claim for reimbursement will be submitted by November 1, 2002. The report will include a narrative analyzing the project's accomplishments, whether or not the objectives were met, problems or successes encountered, and the role of the Coordinator/Community Coalition after the completion of this project. The final claim will include all final expenses not previously reimbursed for the project.

**B. Monitoring:**

The Council will conduct on-site visits to observe project activities and progress toward completion of stated objectives, as well as to provide assistance as needed. Failure to maintain operation of the project at the level agreed upon in the approved Highway Safety Agreement may result in the termination of funding.

**C. Alterations:**

Any alteration to the approved Highway Safety Agreement must be requested in writing.

Reasons for a request of alteration could be a revised timetable, operational change, or a budget revision. Justification must be furnished for all changes at the time of the request. The Project Director should not implement the alterations until a written response from the Council is received.



## REGULATIONS GOVERNING HIGHWAY SAFETY PROJECT GRANTS

### **PURPOSE**

To provide potential Safe Communities Grant recipients with a comprehensive listing of the regulations governing the administration of an approved highway safety project.

### **I. GENERAL REGULATIONS**

- A. The project shall be administered by a local or state governmental agency having authority and responsibility for carrying out the project.
- B. Costs shall meet the following criteria:
  - 1. These funds are to be supplemental and not substitute for on-going activities. The costs must be necessary and reasonable.
  - 2. Be authorized or not prohibited under federal, state, or local laws or regulations.
  - 3. Conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
  - 4. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
  - 5. The costs charged to this grant cannot be included as a cost of any other federally financed program.
  - 6. Should not result in a profit to the state or local unit of government.
  - 7. Costs must be incurred within the grant period as stated on your approved project grant application.
  - 8. Any approved purchases must be ordered and received within the approved grant period.
  - 9. Costs must be adequately supported by documentation (i.e. dated invoices).
  - 10. Equipment purchases require 25% cash match and must adhere to requirements listed under Item H.
  - 11. Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.

- C. Only those cost categories and line items approved may be claimed. Any deviations from the approved budget must have prior written approval from the Council.
- D. All applicants shall use purchasing practices and bid procedures that provide maximum open and free competition. Procurement procedures must follow applicable guidelines of federal, state, and local laws, rules and regulations.
- E. All documentation for costs incurred shall be maintained for review for a three-year period following the final payment for the project.
- F. All travel expenditures must be made in accordance with State Budget Agency guidelines and must be directly related to the Safe Communities project activity covered by this grant. Travel outside of Indiana requires prior written approval from the Council. The authorization for out-of-state travel form must accompany the request.
- G. Contracts entered into by the grant recipient to accomplish any portion of the work funded under this grant, shall be awarded in accordance with the provisions of all applicable federal, state, and local laws rules and regulations. Approval of such contracts or agreements must be obtained from the Council prior to their execution. No official or employee of a state agency or political subdivision which is authorized in his official capacity to negotiate, make, accept, approve, or to take part in such decisions regarding a contract or subcontract in connection with the project, shall have any financial or other personal interest in any such contract or subcontract in connection with the project.
- H. Purchases of equipment through a grant may be allowable if an agency is able to demonstrate that the equipment is:
  - 1. a necessary component of the project; and
  - 2. is not available from other sources.

The following is the Council policy on equipment purchases:

- 1. Only equipment specifically listed in the project budget is eligible for reimbursement.
- 2. A 25% cash match is required on all equipment purchases.
- 3. For all grants beginning on 10/01/95 or later, an Equipment Assessment Survey must be completed and submitted with the grant application for all equipment requests.
- 4. A purchase vs. rental analysis may be required for equipment requests when rental appears to be a more prudent alternative.
- 5. Equipment purchases should be initiated within 45 days of the grant start-up date.
- 6. Appropriate objectives and/or activities must be included in the grant application justifying the use of equipment requested.
- 7. When appropriate, equipment purchases should be compatible with existing equipment.
- 8. Equipment purchased through a grant must be used for highway traffic safety activities for its useful life.
- 9. The Council will inventory any equipment item with a purchase price of \$5000 or more annually.

10. Office furnishings and fixtures are not an allowable cost (e.g. desks, filing cabinets, chairs, etc.)

It is mutually agreed and promised that the applicant shall immediately notify the Council if any equipment purchased under this project ceases to be used in the manner or purpose for which it was acquired. In such event, applicant further agrees to either give credit to the project costs for the residual value of such equipment in an amount to be determined by the State, or to transfer or otherwise dispose of such equipment as directed by the State. It is mutually agreed and promised by the applicant that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the State. The State reserves the right to recall and transfer any equipment purchased with grant funds to another entity as deemed appropriate by the Council.

- I. The applicant hereby assures and certifies that he will comply with regulations, policies, guidelines, and requirements including OMB Circular No.'s A-87, A-133, A-21, and A-122 as they relate to the application, acceptance, and use of federal funds for this federally assisted project.

Applicant will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) and in accordance with Title VI of that Act no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

## **II. ORIENTATION MEETING**

All approved applicants may be required to participate in an orientation meeting at a location determined by the Council to discuss the requirements.

## **III. PROJECT PROGRESS REPORTS**

Monthly progress reports shall be required of all Safe Communities projects. Reports will be required and due the tenth of each month in order to maintain funding. In addition, a comprehensive annual report will be required and due November 1, 2000. Failure to submit these reports to the Council may jeopardize funding for present and future projects.

## **IV. MONITORING REVIEWS**

The Council or representative staff shall conduct monitoring reviews of all highway safety projects. Purpose of these reviews is to determine adherence to stated rules and regulations, project objectives, review financial procedures, and to provide any needed assistance.

## **V. PROJECT PAYMENTS**

- A. Safe Communities projects are based on the cost reimbursement concept. An agency shall expand existing funds, and then claim reimbursement for their share of incurred costs.
- B. Requests for reimbursement shall be made on a monthly basis.
- C. It is the responsibility of the project director to insure that reimbursement requests are submitted.

## **VI. COST DOCUMENTATION**

The state agency or political subdivision shall maintain satisfactory financial accounts, documentation, and records, which shall be made available for auditing.

## **VII. GRANT TERMINATION**

The grantee understands that this grant may be terminated if the Council concludes that the grantee is not in compliance with the conditions and provisions of this grant. The Council will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

## **VIII. GRANT SUBMISSION SCHEDULE**

The schedule below has been established for grant submissions covering grant year 2001 - 2002, beginning October 1, 2001 and ending September 30, 2002.

All grant proposals may be submitted at any time. Please allow 2 – 3 weeks for approval notification. Funding will be prorated according to time of submission.